

DEPARTMENT OF THE ARMY

U.S. Army Engineer Division, Great Lakes and Ohio River
Corps of Engineers
P.O. Box 1159

CELRD-HR

Cincinnati, Ohio 45201-1159

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Civilian Personnel
DECORATIONS, AWARDS AND HONORS

Local supplementation of this pamphlet is permitted for implementation of individual commander's policies and procedures. One copy of issued supplements will be furnished to Commander, U.S. Army Engineer Division, Great Lakes and Ohio River, ATTN: CELRD-HR, P.O. Box 1159, Cincinnati, OH 45201-1159.

1. Purpose. This pamphlet provides guidance on the use of monetary and honorary incentive awards for civilian employees. It covers invention, superior accomplishment, performance, honorary, and public service awards, as well as quality step increases.
2. Applicability. This pamphlet applies to all civilian employees of the Great Lakes and Ohio River Division. Portions pertaining to inventions and scientific achievements also apply to Active Army personnel.
3. References.
 - a. Title 5, U.S.C., Chapter 45, Incentive Awards
 - b. 5 C.F.R., Chapter 451, Incentive Awards
 - c. AR 672-20, Incentive Awards
 - d. DA Pamphlet 672-20, Incentive Awards Handbook
 - e. USACE Supplement 1 to AR 672-20
 - f. CELRDP 672-1-1, Honorary Awards Handbook
4. Internal Control Systems. This pamphlet is subject to the requirements of Internal Management Controls.

*This pamphlet supersedes CEORDP 672-1-3, 10 January 1997.
This pamphlet expires 5 August 2002.

5. Program Administration.

a. The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members and motivating them to high levels of performance and service. The program has as its capstone a parallel hierarchy of five military and five civilian medals. (See Appendix A). Monetary awards are also authorized to recognize the scientific achievements and inventions of military personnel.

b. The Army Incentive Awards Program will be administered on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap. (See paragraph 6 below for further guidance). Commanders, managers, and supervisors will make special efforts to ensure that minorities, women, and other under-represented groups are included among those given fair consideration for monetary or honorary awards.

c. Both an honorary and a monetary award may be granted to civilian and military personnel for the same act or achievement if the criteria for each award are met. The same act or achievement, however, cannot form the basis for more than one type of monetary or DA honorary award.

d. Both an honorary and a monetary award may be granted to civilian employees and soldiers for the same scientific achievement if the criteria for each award are met.

e. Awards (except for inventions) are not mandatory but may be initiated by management when applicable criteria are met.

f. On some occasions, a manager outside an employee's chain of command may wish to nominate the employee for an award. On those occasions, the nomination must be coordinated with the employee's immediate supervisor before it is submitted. Examples of such occasions are the following: when an employee has been assigned to a long term detail outside his or her organization, when an employee has completed a special project or has given extraordinary service benefiting a serviced organization, or when an employee is being recognized for an act of bravery or heroism. When the immediate supervisor disagrees, the nomination may not be submitted since the immediate supervisor is responsible for the employee's overall performance.

g. An individual who receives an award is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period.

h. Employees should never be informed that they are under consideration for or have been nominated for any award. Such action may create serious morale problems if the award is not approved.

i. Awards should follow a progressive sequence of recognition, except when the contribution is so extraordinary that recognition with a lesser award would be insufficient. Deserving employees should receive timely recognition by their employing activity using the full range of available civilian awards. Such action will lay the foundation for higher recognition.

6. Equal Employment Opportunity and Adverse Action Concerns.

a. Prohibition on Awards.

(1) EEO. Monetary and honorary awards for performance or achievement will not be made to an individual who has been actively and substantially involved in unlawful discrimination based on race, color, religion, sex, age, national origin, marital status, or handicap.

(2) Disciplinary/Adverse Actions. No discretionary monetary or honorary award for performance or achievement will be made to an individual who:

(a) Is either under investigation, or upon whom disciplinary or adverse action based on performance or conduct is pending.

(b) Was the subject of a disciplinary action within the preceding 120 days.

Note: The commander may give the award if he finds that the basis for the award is unrelated to the investigation, pending action, or discipline and the award would not reflect unfavorably on the Army.

b. Certification.

(1) All award nominations reviewed at the Department of Army level for DA employees, except those for public service awards, must include an equal employment opportunity (EEO) and adverse action certification for civilians and an equal opportunity (EO) certification for military. In no event will an award be approved for a period of time in which the nominee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct.

(2) For awards approved by HQUSACE, CELRD and at district level, the EEO Officer will furnish information based on a review of pending and past EEO complaints and the Civilian Personnel Advisory Center (CPAC) Chief will furnish information for adverse actions.

(3) The nominating commander or his designee will sign a statement or complete Part II, block 8 on DA Form 1256 (which is identified as applicable to awards forwarded to HQDA but may be used for other awards) affirming that

the nominee's records have been reviewed and that there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct. A sample statement for this purpose is provided at Appendix B.

(4) If there is a past adverse finding as a result of an EEO complaint, or a past adverse action based on conduct or performance, the commander may, nevertheless, evaluate the underlying facts and certify that the nomination is not inconsistent with attainment of EEO and affirmative action goals, and will not reflect adversely on the Department of the Army.

(5) A decision not to initiate an award or not to forward a nomination based on an EEO complaint, implicating the individual in discrimination or past adverse action(s) based on performance or conduct, will be made on an independent evaluation of the facts underlying the complaint.

7. Authority to Approve Cash Awards.

a. The Division Commander may approve awards of \$8,000 or less while District Commanders may approve awards of \$5,000 or less. Commanders should delegate approval authority to the lowest practicable level to expedite processing. Unless otherwise noted, the approving official must be at a level higher than the individual who recommended the award. If the dollar amount of the award exceeds the commander's delegated authority, the award must be approved at the organizational level with authority to approve the dollar amount.

b. Cash award amounts which exceed \$8,000 require approval at higher organizational levels. Award amounts between \$8,001 and \$10,000 will be forwarded to HQUSACE for approval. Individual cash awards over \$10,000 must be reviewed by the Army Incentive Awards Board (AIAB). Prior to AIAB review, HQUSACE will submit the award nomination for audit by the U.S. Army Audit Agency (AAA). The AAA will verify tangible benefits.

8. Cash Award Certificate. DA Form 2443 (Commendation Certificate) may be given with cash awards.

9. Incentive Awards Committees.

a. Establishment and Organization. An incentive awards committee will normally be established at each installation that has an operating Civilian Personnel Office (CPAC) and will provide assistance to all activities serviced regardless of command jurisdiction.

b. Membership. Committees should include key persons from the major elements of the activity who have knowledge of the activity and its mission, and who are objective, demonstrate good judgment, and enjoy the confidence of the workforce at large.

c. Functions. The incentive awards committee will:

(1) Consider and present recommendations to the commander concerning the following:

(a) Nominations for cash and honorary awards that exceed local approval authority.

(b) Nominations that are competitive and involve the evaluation of accomplishments of several individuals or groups.

(c) Difficult, complex, or controversial cases.

(2) Assist the commander in:

(a) Planning the incentive awards program activities.

(b) Determining aspects of the program to be given special emphasis.

(c) Implementing new program features.

(d) Improving local administration.

(3) Evaluate the effectiveness of the program, including adherence to EEO aspects.

10. Invention Awards.

a. Concept. Invention awards are cash awards granted to Government employees and soldiers in recognition of their inventions which result in the filing of a patent application, a request for publication of a statutory invention registration (SIR), the grant of a United States patent, publication of a SIR, or the licensing of a patent application or patent.

b. Categories. Invention awards consist of Initial Awards of \$200 upon filing of a patent application or requesting publication of a SIR; Final Awards of \$500 (\$250 per eligible co-inventor if more than one eligible inventor); and Additional Awards based upon the invention's actual value.

c. Eligibility. Procedures for determining eligibility, considering an inventor for any award, and processing award recommendations are the responsibility of the Intellectual Property Counsel of the Army, Intellectual Property Division, Office of the Judge Advocate General. Procedures are published in AR 27-60, or as otherwise directed by the Intellectual Property Counsel of the Army.

11. Superior Accomplishment Awards. Superior Accomplishment Awards include Special Act or Service Awards (SASA), On-the-Spot Cash Awards (OTS) and Time Off Awards (TOA).

a. Special Act or Service Awards. A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.

(1) General Criteria.

(a) The act, service, or achievement must result in either tangible or intangible benefits (see Appendices C and D for criteria) or both to the Government and may involve more than one employee.

(b) The Special Act or Service Award is particularly appropriate to recognize the following short-term accomplishments:

- 1 In a regularly assigned position.
- 2 During a detail.
- 3 At the conclusion of a successful special project.
- 4 When performance or honorary awards are not appropriate.

(c) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the provisions of the Army Ideas for Excellence Program, AR 5-17.

(d) When an award is made for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

(e) This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

(f) The act or service to be recognized must not have served either in whole or in part as the basis for a previous cash award.

(2) Scientific Achievement Criteria. A special act or service award is awarded to soldiers or civilians for scientific achievement such as described below. These awards may be given for acts or achievements that result in benefits to the Army.

(a) An act, deed, or accomplishment that established a scientific or technological basis for later technical improvements of military or national significance.

(b) A scientific or technological accomplishment of such quality and effectiveness as to have materially advanced the research and development achievements of an activity, group, or project.

(c) A significant scientific or technological achievement that contributes materially to the welfare of the armed services and the nation.

(d) An article accepted for publication in a scientific publication.

(e) A technical paper presented to a professional society that constitutes a substantial contribution to scientific knowledge.

b. On-the-Spot (OTS) Cash Awards. The OTS cash award is a small Special Act or Service Award (\$25 to \$250) which may be given by a supervisor for day to day accomplishments of subordinate employees.

c. Time Off Award (TOA).

(1) General Provisions.

(a) Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved.

(b) The TOA may be granted in amounts up to 40 hours for a single contribution. TOA will be given in increments of no less than one hour.

(c) The TOA must be scheduled and used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance.

(2) Nominations. Awards up to one day may be approved by the immediate supervisor. Awards over one day must be approved at a higher level.

(3) Length of Time Off Awards. See Appendix E for the time off award payment scale for a single contribution. This scale will be used for awards of more than one day off.

(4) Documentation: The amount of time off must be documented. An SF 50 will be prepared at the time of the award for retention in the employee's OPF.

(5) Provisions for Part Time Employees. In the case of part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

d. Procedures for Processing Special Act or Service, On-the-Spot, and Time Off Awards.

(1) Award Amounts. Cash awards range from \$25 to \$25,000, depending on the achievement being recognized. (An additional award exceeding \$25,000 may be approved at the discretion of the President.) Except for the OTS and TOA of one day or less, all Special Act or Service Award amounts will be determined using the cash award criteria for tangible or intangible benefits included at Appendices C and D. Individual cash awards over \$10,000 must be reviewed by the Army Incentive Awards Board (AIAB). Information concerning documentation requirements for awards to be forwarded to the AIAB is provided at Appendix F.

(2) Nominations. An employee's supervisor or individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized. Final action should be taken within 30 calendar days thereafter, unless nominations must be forwarded to higher headquarters.

(3) Processing. Awards will be processed as expeditiously as possible. DA Form 1256 will be used to process these awards. In addition to completion of Part 1 of DA Form 1256, the following documentation is required:

(a) Short description of the employee's achievement.

(b) Indication of the category of the award: Special Act or Service Award, On-the-Spot, Time Off Award (TOA).

(c) The dollar amount of the award (with appropriate reference to the tangible/intangible benefits scale) or number of hours of the award.

(d) The value of the benefits when the TOA exceeds one day (as determined by the tangible/intangible benefits scale).

(e) Signatures of the nominating and approving officials.

12. Performance Awards. A performance award is a monetary award given in recognition of high-level performance for a specific period. This award is used to recognize all employees, except Senior Executive Service (SES) employees.

a. Eligibility.

(1) Employees with Total Army Performance Evaluation System (TAPES) ratings of Successful Level 1 or 2 may receive this award. Also, employees who exceed the minimum requirements for a Successful Level 3 rating of record for the most recent rating period, with at least one critical element exceeded, may receive performance awards.

(2) Employees will not be nominated automatically for a performance award based on their rating. Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardees and their peers. The nomination should be submitted within 30 days of approval of the rating of record.

(3) Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual employees.

b. Approval Authority. The approving official should be at least one level above the level of the nominating official and should be the official responsible for the awards budget of the unit. When the commander is the rating supervisor, higher review or approval of the award is not required (unless the dollar amount of the award exceeds the commander's delegated approval authority).

c. Amount of Award.

(1) Performance awards will be computed as a percentage of base pay with a maximum award of 10 percent of the employee's base pay. Award amounts will be determined according to local policies.

(2) Unusually exceptional employees may receive awards up to 20 percent if approved by HQUSACE. Unusually exceptional performance surpasses the normal requirements for a Successful Level 1 rating and should be fully documented. For example, an unusually exceptional employee's contribution to mission accomplishment or organizational effectiveness would be easily identified, documentable, and clearly superior to others rated Successful Level 1.

(3) Generally, within the same organizational element, employees with higher ratings should receive larger dollar awards than employees at the same grade level who have lesser ratings.

d. Nominations.

(1) Documentation will consist of a Successful Level 1, 2, or 3 rating of record for the most recent rating period which shows how the nominee exceeded job elements. See paragraph 14a(1) for award payment information.

(2) Nominations should be submitted within 30 calendar days from the approval date of the rating of record. Final action should be completed within 30 days thereafter.

(3) Nominations will not be approved when:

(a) Prompted solely by the impending departure of a supervisor or an employee.

(b) Prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade.

(c) An employee has received a previous performance award based in whole or in part on the performance currently being recommended for recognition.

e. Previous Award. Receipt of one or more awards for a suggestion, invention, scientific achievement, or a special act or service during a period of high-level performance does not prevent the receipt of a performance award unless the nomination for the performance award is based on the same accomplishment(s) for which the previous award(s) was granted.

13. Quality Step Increases. A Quality Step Increase (QSI) is an additional within-grade pay increase given to a General Schedule (GS) employee.

a. Eligibility.

(1) GS employees with a rating of Successful Level 1 for the current rating period are eligible to receive the QSI.

(2) An employee may not receive more than one QSI in any 52-week period.

(3) An employee may not receive a QSI if the employee has received a performance award based in whole or in part on the performance being recommended for recognition.

b. Nominations. Justification for the QSI will consist of a Successful Level 1 rating of record for the current rating period. The nomination will be submitted within 30 days of approval of the rating of record. See paragraph 14a(1) for award payment information.

c. Approval Authority. Commanders should delegate approval authority to a level at which comparable authority lies for significant personnel management actions and effective control can be exercised. The approving official must be at least one level above the level of the nominating official. When the commander is the rating supervisor, higher level review or approval of the award is not required.

d. Administration.

(1) The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting-period schedule prescribed for the General Schedule.

(2) On an annual basis activities will publicize the number of QSIs given during the year by serviced organizations and grade level.

14. Monetary Awards. The Department of the Army considers approved monetary awards to be valid obligations of the Government that must be paid, subject only to availability of funds and meeting legal and regulatory requirements. Awards should be paid for performance and for contributions that result in tangible or intangible benefits, or a combination of both.

a. Award Payment.

(1) Request and approval of award payment for civilian employees will be processed using DA Form 1256 except performance awards and QSIs under TAPES which will be processed using Part III of the Civilian Evaluation Report Forms, DA Forms 7222 and 7223. Local procedures will govern PPI and CEFMS processing.

(2) In accordance with the Internal Revenue Code 54, Section 74, monetary awards are treated as additional compensation; therefore, tax will be withheld from all award payments.

(3) The Department of the Army may pay monetary awards to eligible personnel of another department or agency if their contributions benefit the Army.

(4) The losing organization must pay the award if that organization approved the annual rating, or Special Act Award. Funds will be transferred to the gaining organization.

b. Awards Based on Tangible and Intangible Benefits.

Awards will be determined using guidelines in Appendices C and D. Appendix E provides the time off award payment scale for a single contribution.

c. Cash Awards for Contributions that Result in Tangible Monetary Savings. Cash awards are not granted for contributions with less than \$250 in benefits. In such cases, a letter of appreciation or commendation or locally devised certificate may be used. All awards over \$5,000 which are based in whole or in part on tangible benefits will be audited by an appropriate independent auditor as indicated below:

(1) Awards valued from \$5,001 to \$10,000 proposed at district office level will be audited by the district internal review office.

(2) Awards valued from \$5,001 to \$10,000 proposed at division office level will be audited by the division audit office (CELRD-AO).

(3) Awards valued at \$10,001 and above will be audited by the U.S. Army Audit Agency as indicated in para 7b.

d. Cash Awards for Contributions that Result in Intangible Benefits.

(1) Awards in this category are recommended on the basis of judgment rather than precise facts and provable calculations. Award recommendations will be reviewed for merit, and approval of awards and amounts will be as fair and consistent as possible.

(2) If a contribution with intangible benefits in a moderate-limited category does not compare favorably with one involving tangible benefits of at least \$250, no cash award is in order. In such cases, a letter or memorandum of appreciation or commendation or a locally devised certificate may be used.

e. Cash Awards for Contributions that Result in Both Tangible and Intangible Benefits. A contribution may result in both tangible and intangible benefits. If so, the intangible benefits need only be recognized to the extent that the contribution is not adequately recognized based on the tangible benefits realized.

15. Honorary Awards. CELRDP 672-1-1 describes various honorary awards which may be granted to civilian employees.

a. Timing of Awards. Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

b. Approval Authority. Authority to approve honorary awards includes those individuals occupying positions of approval authority regardless of their current grade unless a minimum grade is specified.

c. Successive Awards. A bronze, silver, or gold cluster of three laurel leaves and berries, symbolizing civilian honors and achievement, is available for attachment to the ribbon of honorary awards, signifying second, third, and fourth awards, respectively. Medals will be presented with the proper cluster centered on the suspension ribbon, the leaves pointed upward.

FOR THE COMMANDER:

/s/
SEAN M. WACHUTKA
Colonel, Corps of Engineers
Deputy Commander

5 Appendices

APP A Civilian and Military Medals
APP B EEO and Adverse Action Certification
APP C Contributions with Tangible Benefits
APP D Scale of Awards Based on Intangible Benefits
APP E Time-Off Awards Scale for a Single Contribution
APP F Procedures for Submitting Awards for Review by
the Army Incentive Awards Board

DISTRIBUTION:

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CELRD Directors/Office Chiefs
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APPENDIX A
CIVILIAN AND MILITARY MEDALS
(listed from highest to lowest award)

CIVILIAN	MILITARY
Decoration for Exceptional Civilian Service	Distinguished Service Medal
Meritorious Civilian Service Award	Legion of Merit
Superior Civilian Service Award	Meritorious Service Medal
Commander's Award for Civilian Service	Army Commendation Medal
Achievement Medal for Civilian Service	Army Achievement Medal

APPENDIX B

EEO AND ADVERSE ACTION CERTIFICATION

Nominee's records have been reviewed and there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

APPENDIX C

Contributions With Tangible Benefits

<i>Estimated First-Year-Benefits to Government</i>	<i>Amount of Award</i>
Up to \$10,000.....	10 percent of benefits
\$10,001-\$100,000.....	\$1,000 for the first \$10,000, plus 3 percent of benefits over \$10,000
*\$100,001 or more.....	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

<u>Quick Guide for Calculating Awards Based on Tangible Benefits</u>						
<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000
11,000	1,030	51,000	2,230	91,000	3,430	175,000
12,000	1,060	52,000	2,260	92,000	3,460	180,000
13,000	1,090	53,000	2,290	93,000	3,490	185,000
14,000	1,120	54,000	2,320	94,000	3,520	190,000
15,000	1,150	55,000	2,350	95,000	3,550	195,000
16,000	1,180	56,000	2,380	96,000	3,580	200,000
17,000	1,210	57,000	2,410	97,000	3,610	225,000
18,000	1,240	58,000	2,440	98,000	3,640	250,000
19,000	1,270	59,000	2,470	99,000	3,670	275,000
20,000	1,300	60,000	2,500	100,000	3,700	300,000
21,000	1,330	60,000	2,530	101,000	3,705	325,000
22,000	1,360	62,000	2,560	102,000	3,710	350,000
23,000	1,390	63,000	2,590	103,000	3,715	375,000
24,000	1,420	64,000	2,620	104,000	3,720	400,000
25,000	1,450	65,000	2,650	105,000	3,725	425,000
26,000	1,480	66,000	2,880	106,000	3,730	450,000
27,000	1,510	67,000	2,710	107,000	3,735	475,000
28,000	1,540	68,000	2,740	108,000	3,740	500,000
29,000	1,570	69,000	2,770	109,000	3,745	550,000
30,000	1,600	70,000	2,800	110,000	3,750	600,000
31,000	1,630	71,000	2,830	111,000	3,755	650,000
32,000	1,660	72,000	2,860	112,000	3,760	700,000
33,000	1,690	73,000	2,890	113,000	3,765	750,000
34,000	1,720	74,000	2,920	114,000	3,770	800,000
35,000	1,750	75,000	2,950	115,000	3,775	850,000
36,000	1,780	76,000	2,980	116,000	3,780	900,000
37,000	1,810	77,000	3,010	117,000	3,785	950,000
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000

APPENDIX E
TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization	Number of Hours
Moderate:	1 to 10
(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.	
(2) Beneficial change or modification of operating principles or procedures.	
Substantial:	11 to 20
(1) An important contribution to the value of a product, activity, program, or service to the public.	
(2) Significant change or modification of operating principles or procedures.	
High:	21 to 30
(1) A highly significant contribution to the value of a product, activity, program, or service to the public.	
(2) Complete revision of operating principles or procedures, with considerable impact.	
Exceptional:	31 to 40
(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.	
(2) Initiation of a new principle or major procedure, with significant impact.	

APPENDIX F
PROCEDURES FOR SUBMITTING AWARDS
FOR REVIEW BY THE ARMY INCENTIVE AWARDS BOARD

All awards signed by the Secretary of the Army (SA) must be reviewed by the Army Incentive Awards Board (AIAB).

1. Format. Nominations forwarded for review by the AIAB will contain the information outlined below in the following order:

a. Endorsement. An endorsement signed by the HQUSACE Commander. (This endorsement will be drafted by the district). District commanders will personally endorse nominations; the division commander will also personally endorse nominations which he forwards for consideration by HQUSACE.

b. DA Form 1256, Incentive Award Nomination and Approval. Do not abbreviate titles of positions or organizations. Use complete telephone numbers including area codes. Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type of award (the Department of Defense (DOD) Distinguished Civilian Service Award and the President's Award for Distinguished Federal Civilian Service are exceptions). All data entries should include signatures and dates where required.

c. Biographical Data. A brief biographical sketch should include the following:

- (1) Date and place of birth.
- (2) Education and degrees conferred.
- (3) Significant employment record.
- (4) Type of appointment.

d. Citation. One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations; spell out United States.

e. Justification. A summary of achievements and benefits, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be as specific and quantitative as possible.

f. Previous Awards and Publications. Begin with the current year and list other previous recognition, such as honorary awards, Successful Level 1 Performance Ratings, Performance Awards, Quality Step Increase (QSI), or special citations. List publications by title and date.

g. Certification. Equal Employment Opportunity (EEO) and adverse action certification. (See paragraph 6.)

h. Photographs. For the Decoration for Exceptional Civilian Service, the nomination package must include a photograph (head and shoulders view, professional attire preferred) to be used in the Secretary of the Army Awards Ceremony program booklet. For the DoD Distinguished Civilian Service Award, please enclose five photographs.

Exceptions to these procedures for specific honorary awards are described in CELRDP 672-1-1, Honorary Awards Handbook.

2. Submission of Award Nominations.

a. Award nominations will be submitted on DA Form 1256 in an original and seven copies through appropriate command channels (district, CELRD, HQUSACE) to the Executive Secretary, AIAB.

b. The AIAB's decision to approve, disapprove, or remand an award nomination will be communicated through command channels (HQUSACE, CELRD, district). A certificate and decoration set (medal with suspension ribbon and lapel button) for all awards approved will be forwarded to HQUSACE by the AIAE. The DA Form 1256 will be returned to the nominating office for recording and reporting purposes.